



D Y PATIL GROUP

D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India

Ref No: DYPDS/478

Date: 17/04/2018

Standard Operating Procedure

ANTI- RAGGING COMMITTEE

As per the guidelines of the UGC Regulations on curbing the menace of Ragging in Higher Education in 2009 received from Government of India, Ministry of Human Resources & Development, Anti Ragging Committee has been established by D Y Patil Dental School, Lohegaon, Pune to provide a healthy and congenial atmosphere to the staff and students at the college.

Composition:

The Committee consists of members of the faculty, administration, service staff and students' representatives. The members of the committee for the current academic year 2022-23 are:

Dr. Anand Shigli- Convenor
Dr. Paulami Bagchi-Secretary
Dr. Kiran Keswani
Dr. Varsha Merani
Dr. Shaliesh Dongare
Dr. Pratik Hande
Dr. Ashish Bhagat
Dr. Swati Joshi
Mr. CS Patil.
Mr. Vinayak
Mrs Nutan
Mrs. Manju Lal
Harshali-Intern
Tejaswini-Student
Srushti-Student
Ruchika-Student
Sara-Student



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Reporting Procedure:

- **Step 1** - When any incident falling within the mischief of act defined as ragging under UG Ragging Resolutions is reported to the any committee member, Head of the institution shall immediately determine if the case complained of as an act of Ragging fall within the act of ambit of Penal Law, if that be so then she either herself or through any committee member proceed to file a first information report (FIR), within 24 hours of receipt of such information or recommendation, with police or local authority under the appropriate penal provision.
- **Step 2** - Without prejudice to the criminal proceeding against the perpetrator of ragging, the institution concerned shall underpay disciplinary proceedings against the wrong doer. The institution shall punish the student found guilty of ragging after following procedure.
 1. The anti-ragging committee of institution shall take appropriate decision, in regard to punishment or otherwise, depending on the fact of each incident of ragging and nature of gravity of incident of ragging established in recommendations of anti-ragging squad.
 2. Anti-ragging committee may award to those found guilty one or more of following punishment-
 - Suspension from attending classes
 - Withdrawing scholarships
 - Debarring from appearing in any test
 - With holding the results
 - Debarring from the institution
 - Expulsion from hostel
 - Cancellation of admission
 - Rustication from the institution period ranging from one to four semester
- **Step 3** - For any legal mechanism to be fair it is imperative that provision and method for impending its abuse should exist inherently in the regulations themselves. The person charge for ragging shall have right to appeal as provided under clause 9 (c) of anti-ragging resolutions



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- **Step 4** - At every stage it is to be noted that the purpose of regulation is preventive and corrective as no means of retribution can resurge wrong done to the victim and to obliterate the possibility of institutional shelter to wrong doers. To prevent incidence of ragging authorities shall initiate department disciplinary actions, in accordance with the prescribed procedure of the institution.

Conclusion: The committee will ensure that all students will feel safe and secure on the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need.



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Standard Operating Procedure

POSH ACT

As per regulations and guidelines mentioned in Prevention of Sexual Harassment act 2013 Dr D Y Patil Dental school is committed to enforce the regulation so that all the teaching and non-teaching staff and girl students feel safe and secure on the campus.

The three major elements of POSH ACT are –Prevention, Prohibition and redressal of sexual harassment at the workplace.

While exercising the principles of natural justice, ICC needs to follow Standard Operating Procedures (SOP).

If and when any complaints is received ICC will follow the following SOPs—

- 1) Complaint of sexual harassment – Any aggrieved employee may make in writing a complaint of sexual harassment to ICC within a period of three months from the date of incidence and in case of repeated incidences.
- 2) Conciliation- ICC may initiate an inquiry and if requested by aggrieved woman employee. ICC may take steps to settle the dispute between her and the respondent through conciliation. The matter is thus resolved by mutual consent.
- 3) Inquiry into the complaint –In the absence of conciliation ICC proceeds to make inquiry into the complaint by issuing notice to the Respondent within seven days of receiving the written complaint. The respondent or the accused will have ten days thereafter to reply in writing. ICC shall summon the eyewitness and examine the witness on oath, if available and needed documents are produced by witness or complainant. ICC shall record its findings and observations and based on which it may submit conclusions and recommendations to the employer for further action.
- 4) Determination of compensation – While recommending compensation ICC shall consider the mental trauma and suffering plus the medical expenses incurred by the victim for physical or psychiatric treatment caused to aggrieved woman. ICC shall also regard to loss in the career opportunity. The financial status of the accused may also be considered for lump sum compensation.
- 5) Action during the pendency of PoSH inquiry- ICC may recommend to the employer- to transfer the aggrieved woman or the accused to any other workplace or grant leave for three months till inquiry is completed.



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- 6) Appeal – Any person - complainant or accused has a right to appeal to court or tribunal within the period of three months in accordance with the provisions of service laws.
- 7) The complainant may withdraw her complaint in writing at any time during the inquiry proceedings.
- 8) POSH act rules also deal (rule 10) with punishment for filing malicious or false complaint by complainant or producing false evidence or misleading document by witness during inquiry.



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Ref No: DYPDS/630 Standard Operating Procedures (SOPs)

Date: 25/10/2018

Student Grievance Redressal Committee

The Student Grievance Redressal Committee (GRC) aims to investigate the complaints lodged by any student and redress them as per requirement. The grievances regarding any academic and non-academic matter within the campus received online (mail id – grievancecell@dypds.com) and grievance collection box are addressed. The institution aims at solving these grievances within the stipulated time of 15 days once the complaint is filed.

Objectives:

- Provide a support system for students on campus to address their grievances.
- Initiate proactive measures to redress the grievances.
- Analyse the complaints and representations of aggrieved and to take coordinated action with the relevant authorities for redressal.
- Receive suggestions periodically for improvement.

Activities:

- The grievances/mail will be checked on first working day of every month.
- Unresolved grievances if any at the departmental level will be referred to the grievance redressal cell of the institution.
- Depending on the kind of grievance it will be referred and sorted by the concerned committees/departments. Expert advice (medical/legal etc.) will be taken accordingly.
- A record of all the grievances and action taken will be kept.



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